

Overview & Scrutiny Committee



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Tuesday, 5 January 2021

A meeting of the **Overview & Scrutiny Committee** of North Norfolk District Council will be held in the **remotely via Zoom** on **Wednesday, 13 January 2021** at **9.30 am**.

At the discretion of the Chairman, a short break will be taken after the meeting has been running for approximately one and a half hours

Members of the public who wish to ask a question or speak on an agenda item are requested to notify the committee clerk 24 hours in advance of the meeting and arrive at least 15 minutes before the start of the meeting. This is to allow time for the Committee Chair to rearrange the order of items on the agenda for the convenience of members of the public. Further information on the procedure for public speaking can be obtained from Democratic Services, Tel: 01263 516047, Email: matthew.stembrowicz@north-norfolk.gov.uk.

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so must inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed.

Please note that Committee members will be given priority to speak during the debate of agenda items

Emma Denny
Democratic Services Manager

To: Mr N Dixon, Ms L Withington, Mr H Blathwayt, Mrs W Fredericks, Mr P Heinrich, Mr N Housden, Mr G Mancini-Boyle, Mrs E Spagnola, Mr A Varley, Mr C Cushing and Mr A Brown

All other Members of the Council for information.
Members of the Management Team, appropriate Officers, Press and Public



If you have any special requirements in order to attend this meeting, please let us know in advance
If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us

Chief Executive: Steve Blatch
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Email districtcouncil@north-norfolk.gov.uk **Web site** www.north-norfolk.gov.uk

A G E N D A

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. SUBSTITUTES

3. PUBLIC QUESTIONS & STATEMENTS

To receive questions / statements from the public, if any.

4. MINUTES

1 - 10

To approve as a correct record the minutes of the meeting of the Overview and Scrutiny Committee held on 15th December 2020.

5. ITEMS OF URGENT BUSINESS

To determine any other items of business which the Chairman decides should be considered as a matter of urgency pursuant to Section 100B(4)(b) of the Local Government Act 1972.

6. DECLARATIONS OF INTEREST

Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda. The Code of Conduct for Members requires that declarations include the nature of the interest and whether it is a disclosable pecuniary interest.

7. PETITIONS FROM MEMBERS OF THE PUBLIC

To consider any petitions received from members of the public.

8. CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE BY A MEMBER

To consider any requests made by non-executive Members of the Council, and notified to the Monitoring Officer with seven clear working days' notice, to include an item on the agenda of the Overview and Scrutiny Committee.

9. RESPONSES OF THE COUNCIL OR THE CABINET TO THE COMMITTEE'S REPORTS OR RECOMMENDATIONS

To consider any responses of the Council or the Cabinet to the Committee's reports or recommendations:

10. CAR PARK INCOME DATA - JULY - SEPTEMBER 2019 AND 2020

11 - 18

- Summary:** This report and Appendix provides members of the Overview and Scrutiny Committee with details of the impact of COVID on the level of car park income earned by the Council during the current financial year.
- Options considered:** The information is presented for members of the Overview and Scrutiny Committee's information, understanding and discussion.
- Conclusions:** As above
- Recommendations:** **The Overview and Scrutiny Committee is asked to comment on the information and data as appropriate.**
- Reasons for Recommendations:** To inform understanding of the financial and service pressures created for the Council through the loss of income seen across the year from car parking income due to the Coronavirus pandemic, as well as understanding the very significant numbers of tourist visitors accommodated in coastal areas of the District through the peak summer months of July, August and September which created other demands and pressures on the authority in terms of beach safety, cleansing of public conveniences, increased emptying of litter bins, street and beach cleansing etc..

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

Cabinet Member(s)
Cllr Eric Seward, Cabinet Portfolio Holder for Finance and Assets

Contact Officer, telephone number and email:
Steve Blatch, Chief Executive
Email:- steve.blatch@north-norfolk.gov.uk
[Tel:- 01263 516232](tel:01263516232)

11. **2021/22 BASE BUDGET & PROJECTIONS FOR 2022/23 TO 2023/24 AND MEDIUM TERM FINANCIAL STRATEGY**

19 - 62

Summary: This report presents for consideration the draft 2021-22 budget. It is being provided to the Overview and Scrutiny Committee for initial consideration and discussion ahead of the final budget papers being presented to Cabinet and Full Council in February 2021.

Options considered: The Council is required by law to set a budget in advance of the financial year. The report to Full Council will present options for budget setting with respect to Council Tax and other items.

Conclusions: The Council is required to agree a budget in advance of each financial year. This is done in February of each year at Full Council, after meetings of Cabinet and Overview and Scrutiny. To aid the Committee, an early draft of the Budget is presented here for scrutiny and discussion.

Recommendations: **It is recommended that the Overview and Scrutiny Committee note the contents of the report.**

Reasons for Recommendations: To support the work to prepare the budget for the 2021-22 financial year

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

Pixel MTFP Model, 2020-21 Budget Monitoring Reports

Cabinet Member(s)	Ward(s) affected
Cllr Eric Seward	All

Contact Officer, telephone number and email:
Lucy Hume, lucy.hume@north-norfolk.gov.uk, 01263 516246

12. DRAFT COMMUNICATIONS STRATEGY

63 - 74

- Summary:** This draft communications strategy follows a review of the previous strategy which was last updated in 2017. Its main aims are to improve the reach and relevance of the Council's external and internal communications through its digital and other platforms - and to ensure the Council's interaction with external media is handled effectively.
- Options considered:** Not implementing the proposals outlined in this paper. This would however ensure continued slow/minimal audience growth for the Council's communication channels and therefore less effective reach for its messaging.
- Conclusions:** The Council is well-placed to substantially enhance its external communications reach and effectiveness by adopting a range of strategic recommendations made in the report. Reviewing current internal communications delivery and also graphic design provision would also be beneficial, as outlined in the paper.
- Recommendations:** **To review and comment on the draft communications strategy.**

Cabinet Member(s) Ward(s) affected

Cllr Sarah Butikofer All
Contact Officer, telephone number and email:

Joe Ferrari
Communications and PR Manager
01603 516040
Joe.ferrari@north-norfolk.gov.uk

- 13. SHERINGHAM LEISURE CENTRE PROJECT UPDATE: JANUARY 2021** 75 - 82

To receive and note the Sheringham Leisure Centre Project Update.

WORK PROGRAMMES

- 14. THE CABINET WORK PROGRAMME** 83 - 86

To note the upcoming Cabinet Work Programme.

- 15. OVERVIEW & SCRUTINY WORK PROGRAMME AND UPDATE** 87 - 94

To receive an update from the Scrutiny Officer on progress made with topics on its agreed work programme, training updates and to receive any further information which Members may have requested at a previous meeting.

- 16. EXCLUSION OF THE PRESS AND PUBLIC**

To pass the following resolution, if necessary:

“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph _ of Part I of Schedule 12A (as amended) to the Act.”